

## **COLLEGE FEES**

**AR 4400**

The Cabrillo College Governing Board authorizes certain fees. The Superintendent/ President may establish procedures for collection, deposit, waiver, refund, and accounting. The procedures also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts and refund or waiver of fees processes are published in the college catalog and schedule of classes. The following fees are authorized:

### **MANDATORY FEES**

#### **Enrollment Fee (Education Code Section 76300 and Title 5, Section 58508):**

The enrollment fee is established by the State legislature.

#### **Auditing Fees (Education Code 76370):**

Persons auditing a course shall be charged a per unit per semester fee as established by Ed. Code. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

#### **Health Fee (Education Code 76355):**

The District charges the fees allowable by Ed. Code Section 76355 to all students (full or part-time) for health supervision and services.

Education Code Section 76355 allows exemption from this fee for the following students:

1. Those students who depend upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination of organization;
2. Students attending Cabrillo College under an approved apprenticeship training program.

### **REFUNDS OF FEES:**

Refunds of enrollment fees or reversal of charges are authorized for:

- Classes cancelled by Cabrillo College
- A reduced unit load upon request for program changes made during the first two weeks of instruction for full-term length courses or by the 10% point of the course meetings for a short-term course
- Fees collected in error

The college shall not refund any fee paid by a student, or reverse charges for program changes made after the first two weeks of instruction for primary term length courses, or by the 10% point of the course meetings for a short-term course.

### **NONRESIDENT STUDENT FEES (Education Code 76140)**

A fee shall be charged each student whose legal residence is outside the state of California except for those who are in the military service.

Non-immigrant students attending under provision of a student visa are considered nonresident students and shall be charged the fee.

In addition to the nonresident tuition fee established pursuant to Section 76140, a community college district may charge to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from the capital outlay fee.

Economic hardship encompasses students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations.

#### **Authority to Determine Residence**

The Registrar is charged with evaluating information presented by an applicant and making determinations of residence in accordance with Board rules and regulations for the purpose of charging the non-resident student fee.

#### **Amount and Payment of Fees**

1. The amount of the fees is set yearly by the Governing Board as prescribed by the Chancellor of the Community Colleges. A full-time program is 30 or more semester units per year.
2. The fee shall be paid by each nonresident student, other than those exempted prior to registration.
3. The amount of the fee for less than a full-time program to be paid each semester shall be the per unit rate as established. For summer session, the per unit rate shall be that established for the fiscal year in which the summer session ends.
4. Nonresident students, who have been admitted in error to a class or classes without payment of the fee, shall be excluded from such class or classes until payment is made once notification that it is due has been given. This notification must be given to the student prior to the end of the fourth week of the semester.
5. Nonresident students withdrawing from enrollment or reducing their programs may claim a full or partial refund. The petition for a refund must be made in writing to the Dean of Student Services prior to the end of the fifth full week of the semester.

Adopted: December 5, 2005